Administrative Plan

Approved For Release 1999/08/27 : CIA-RDP78-04718A001600200013-0

25 January 1955

I. FUNCTION

The TSS unit at [redacted] will have two functions: 25X1A

A. To provide training support in TSS-type methods and techniques as may be required in the OTR training program.

B. To engage in testing under the direction of the Assistant Chief for [redacted] Technical Services Staff. 25X1A

II. DIRECTION

A. All TSS personnel assigned to the Site will be under the administrative supervision of the Chief of the TSS unit who, by agreement, will at all times be an instructor.

B. Operational direction of the testing program will be the responsibility of the Assistant Chief for [redacted] TSS. 25X1A

C. The TSS instructional program will receive direction and supervision as follows:

1. Content of Course Presentations - [redacted] 25X1A
TSS, in coordination with the Assistant Chief for Field Training, OS/TR

2. Determination and Scheduling of Courses - Assistant Chief for Field Training, OS/TR

3. Conduct of Courses and Presentations - Assistant Chief for Field Training, OS/TR

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ADMINISTRATION

A. All Personnel stationed at [redacted] are under the administrative control of the [redacted] and are required to conform all base regulations and administrative procedures which may be prescribed by him. The personnel of the TSS unit will likewise conform to such regulations and procedures. 25X1A 25X1C

B. The three attachments to this Plan establish the administrative relationships which will exist and the procedures which will be followed in those activities of the TSS unit relating to the following:

1. Personnel - Attachment A
2. Budget and Finance - Attachment B
3. Supply and Services - Attachment C

EFFECTIVE DATE

It is agreed that the effective date of this Plan will be February 1955.

Attachments as listed above.

APPROVED:

SIGNED

MATTHEW BAIRD
Director of Training

DATE: JAN 26 1955

SIGNED

[redacted]
Technical Services Staff 25X1A

DATE: JAN 28 1955

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25X1A

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ATTACHMENT "C"

(2) Accountability. All equipment and supplies shipped to the base from TSS Headquarters will be transferred, as required by regulation of the Logistics Office, to the accountable records of the Supply Officer, [redacted] 25X1A who is accountable for all property on the base. This transfer of accountability does not preclude the return of such equipment or supplies to TSS Headquarters, upon request from the Chief, TSS unit at [redacted] 25X1A

[redacted] 25X1A

(4) Disposal. Disposal of all TSS property at the base will be the responsibility of the Supply Officer, [redacted] 25X1A after the approval for disposal has been received from TSS and the Logistics Office.

TAB A

TAB B

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